

**CITY OF MARTINSVILLE  
REQUEST FOR PROPOSAL  
City-Wide Housing Assessment  
January 26, 2022**

**City of Martinsville, Virginia – City-Wide Housing Assessment Project**

**Date:**

**Request for Proposal Number:**

The City of Martinsville is requesting proposals from qualified firms to complete a city-wide physical housing assessment and develop a prioritized list of projects to increase the quality and availability of affordable housing for City residents.

This project is being funded by the Virginia Department of Housing and Community Development (DHCD) through a Community Development Block Grant (CDBG) planning grant.

**A. Scope of Work**

The Study will help the City of Martinsville develop a better understanding of the existing housing stock and the needs of City residents. With updated data and analysis, the Study will recommend projects and initiatives to help meet those needs. The study should focus on a four-to-five-year period with consideration that the City of Martinsville is in the process of reverting to a town. Specific requirements in the scope of work are:

**1. Existing Housing Initiatives**

- The Offeror will review the City of Martinsville’s existing documentation, plans, studies, and efforts related to housing, including the Comprehensive Housing Market Study and Needs Analysis for: City of Martinsville and Henry County, Virginia completed by Novogradac (<https://martinsvillehousing.com>), City of Martinsville’s Alliance for National & Community Resilience (ANCR) Housing Resilience and Buildings Resilience benchmarks (<https://www.martinsville-va.gov/businesses/community-development/community-resilience>), City of Martinsville Comprehensive Plan (<https://www.martinsville-va.gov/businesses/community-development/comprehensive-plan>), and any other pertinent plans or studies.
- The Offeror will meet with and interview relevant stakeholders to discuss the City of Martinsville’s housing needs on city-wide and neighborhood levels as well as related infrastructure, transportation, and walkability needs. Key stakeholders include, but are not limited to, Martinsville Public Works, Martinsville Planning and Community Development, Martinsville Administration, Martinsville Uptown Partnership, the Harvest Foundation, and United Way.

- The Offeror will review relevant housing studies from the region and communities adjacent to the City of Martinsville to ensure compatibility of the final prioritized list of projects with other regional and local efforts.
- The Offeror will identify potential funding sources, and related agencies and organizations, to implement the resulting prioritized list of projects, including federal, state, and private foundation grants. As well as other mechanisms to promote affordable housing development and rehabilitation, such as proffers and housing trusts.

Deliverable: The Offeror will include a Baseline Housing Initiatives Report that includes key points and important information compiled from the above process.

## **2. Demographic and Economic Data**

- The Offeror will gather the most recently data available that are relevant to population, household, housing, and employment in the City of Martinsville (e.g., number of families receiving housing assistance).
- The Offeror will gather the most recently data available that are relevant to income, poverty, homelessness, sensitive populations (elderly, disabled, etc.) and identify geographic concentration of certain demographics.
- The Offeror will analyze collected data to recognize demographic trends, identify potential housing project areas, and for use in prioritizing projects.

Deliverable: The Offeror will provide a Housing-Related Data Report that includes tables, maps, and key points from the data analysis.

## **3. Physical Housing Assessment**

- The Offeror will conduct, at a minimum, a windshield conditions assessment of each housing unit in the City of Martinsville. This will include single-family and multi-family units.
- The Offeror will analyze the current housing inventory and provide specific metrics for neighborhood-level housing conditions, including ownership, type of dwelling, age of units, multi-family units, neighborhood character, availability of utilities (water, sewer, broadband, etc.), heating sources, stormwater management, walkability, and access to services.
- The Offeror will hold a public meeting to gather input and information from City of Martinsville residents on housing and infrastructure needs.
- The Offeror will evaluate vacant parcels in the City of Martinsville and provide a housing development suitability analysis for each vacant parcel.

Deliverable: The Offeror will provide a Housing and Infrastructure Conditions Report summarizing the existing housing inventory, infrastructure deficiencies, lots for potential

development, and other relevant needs at the neighborhood level. The report should include mapping of relevant data.

#### **4. Implementation Strategies and Recommendations**

- The Offeror will develop a ranking system to prioritize housing rehabilitation and housing development projects based on the data collected, ease of rehabilitation/development, and community interest.
- The Housing Assessment will provide a neighborhood-level prioritized list of housing rehabilitation/development projects in the City of Martinsville.
- The Housing Assessment will include proposed project area maps at the neighborhood level.
- The Housing Assessment will include a neighborhood-level prioritized project matrix that contains housing needs, infrastructure needs, potential funding sources, project readiness, potential benefits, and challenges.
- The Housing Assessment must consider existing and projected housing and economic conditions and detail how such conditions will be impacted by the prioritized projects and potential development on vacant parcels.
- The Housing Assessment will include best practices for implementing housing-related policies and using development tools, such as proffers, to encourage affordable housing development.

Deliverable: The Offeror will prepare an Implementation Strategies and Recommendations Report that includes the items listed above.

#### **5. Final Document and Presentation to Stakeholders**

Deliverable: The Offeror will prepare a final document that includes the Baseline Housing Initiatives Report, Housing-Related Data Report, Housing and Infrastructure Conditions Report, and the Implementation Strategies and Recommendations Report.

Deliverable: The Offeror will present the final report and recommendations to the management team and Martinsville City Council.

Deliverable: The Offeror will compile all deliverables into a single report and provide one (1) original and four (4) paper copies and one (1) digital copy of the City-Wide Housing Assessment and any relevant GIS shapefiles, maps, or supplementary data.

#### **B. Project Schedule**

The selected candidate should be prepared to commence work upon execution of a contract with the City of Martinsville. The project should be completed within 12 months from the execution of a contract.

### **C. Statement of Qualifications**

The Offeror, in its proposal, shall, as a minimum, include the following:

1. Prior experience:  
The Offeror should describe its prior experience, specifically experience in conducting housing assessments and analyzing physical housing conditions. The Offeror should also describe its familiarity with the CDBG program and other state and federal housing programs. Include the names, addresses, contact persons, and telephone numbers of prior organizations serviced.
2. Organization, Size and Structure:  
The Offeror should describe its organization, size (in relation to service to be performed) and structure. Indicate, if appropriate, if the firm is a small or minority-owned business.
3. Qualifications:  
The Offeror should describe the qualifications of any individuals who may be assigned to this contract. Only include resumes of staff to be assigned to this contract. Education, position in firm, years and types of experience, continuing professional education, etc. will be considered.
4. Certifications:  
The Offeror must include as an attachment to its proposal any certifications held.

### **D. Proposal Evaluation**

1. Submission of Proposals:  
All proposals shall include one original and four copies of the Offeror's proposal, including any certifications.
2. Evaluation  
Evaluation of each proposal will be based on the following criteria:
  - i. Prior Experience – The City of Martinsville will contact prior customers to verify experience provided by the Offeror. (50%)
  - ii. Organization, size, and structure of Offeror's firm. (20%)
  - iii. Qualifications of Offeror to complete this contract. (20%)
  - iv. Offeror's understanding of the needs and objectives in the City of Martinsville. (10%)

### **SUBMITTAL AND CONTACT INFORMATION**

Local, minority – owned, and female – owned firms are encouraged to respond. The City of Martinsville is an Equal Opportunity Employer. Those who wish to view the building shall call Hannah Powell at 276-403-5156. Proposals from minority, female, and local firms are invited. All responding firms / individuals shall comply with Executive Order 11246.

Respondents should submit five (5) copies of the proposals titled CITY OF MARTINSVILLE CITY-WIDE HOUSING ASSESSMENT to Zach Morris, Purchasing Manager, P. O. Box 1112, Martinsville,

Virginia 24114 by 2:00pm Monday February 28, 2022. Proposals may also be sent by FedEx, UPS, postal mail, or hand-delivered to the City of Martinsville Central Warehouse, 990 Fishel Street, Martinsville, Va. 24112-3248.

It is the responsibility of the offeror to ensure that their proposals reach the appropriate office prior to the close time on the proposal. Responses received after the date and time of closing will be considered non-responsive. Proposals will not be accepted via fax machine or internet e-mail.

Offerors are to submit written proposals which present the offeror's qualifications and understanding of the work to be performed. The offeror's proposal should be prepared simply and economically and should provide all the information which it considers pertinent to its qualifications for the project and which respond to the Scope of Services and criteria listed herein. Emphasis should be placed on completeness of services offered and clarity of content. To assist in the evaluation process, offerors should limit their responses to 50 typed pages, font size shall be no smaller than 10.

The offeror shall be fully responsible for all costs incurred in the development and submission of the proposal.

If you desire not to respond to this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address.

The City of Martinsville may cancel this Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of reason why a particular proposal was not deemed to be the most advantageous (Section 2.2-4359D, Code of Virginia). The procurement of these services shall be in accordance with the Virginia Public Procurement Act (competitive negotiations for professional services).

**REFERENCES:**

Proposal shall provide a list of at least 3 references where similar services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number.

ORGANIZATION	ADDRESS	CONTACT PERSON	TELEPHONE
1.			
2.			
3.			

**Signature Sheet**  
**City-Wide Housing Assessment RFP**

My signature certifies that the proposal as submitted complies with the Scope of Work and all Terms and Conditions as set forth in this Request for Proposal.

My signature further certifies that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud. I understand collusion is a violation of Virginia Governmental Fraud Act and Federal Law and can result in fines, prison sentences and civil damages awards. I agree to this proposal by all conditions of the proposal and certify that I am authorizing to sign this proposal.

To receive consideration for award, this signature sheet must be returned to the Purchasing Department as it shall be a part of your response.

If there are any parts of the terms and conditions that your company cannot meet, please indicate which ones on an attached page.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Name (type or print) \_\_\_\_\_

Official Title: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Email Address \_\_\_\_\_

## **INCURRING COSTS**

The City of Martinsville is not liable for any costs incurred by contractors prior to issuance of a contract.

## **IMMIGRANT REFORM AND CONTROL ACT OF 1986**

By signing its SOQ, the offeror certifies that it does not and will not during the performance of this contract violate the provisions of Federal Immigration Reform and Control Act of 1986, which prohibits the employment of illegal aliens.

## **GENERAL TERMS/ CONDITIONS**

### **EQUAL OPPORTUNITY**

During the performance of this contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions for this non-discrimination clause.
2. The Contractor also shall not discriminate against any handicapped person in violation of any state or federal law or regulation and shall also post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this additional non-discrimination clause.
3. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such contractor is an equal opportunity employer.
4. Notices, advertisements, and solicitations placed in accordance with Federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
5. The Contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.
6. The Contractor will otherwise comply with all other applicable provisions of local, State, and Federal law.

## **DRUG FREE WORK PLACE**

During the performance of this contract, the contractor agrees to:

1. Provide a drug-free workplace for the contractor's employees
2. Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
3. State in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace
4. Include the provisions of the foregoing clauses in every subcontract or purchase order of or over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
5. "Drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

## **INSURANCE**

The Contractor shall not commence work under this contract until he has obtained all the insurance required hereunder and such insurance has been approved by the City of Martinsville; nor shall the Contractor allow any Subcontractor to commence work on his subcontract until all similar insurance has been so obtained and approved. Approval of the insurance by the City shall not relieve or decrease the liability of the Contractor hereunder.

Worker's Compensation including Occupational Disease and Employer's Liability Insurance: The Contractor shall take out and maintain during the life of this Contract Workers' Compensation and Employer's Liability Insurance for all of his employees to be engaged in work on the project under this contract in an amount no less than the minimum allowed by the State Corporation Commission, and in case of such work is sublet, the Contractor shall require the Subcontractor similarly to provide Workers' Compensation and Employer's Liability Insurance for all of the latter's employees to be engaged in such work.

Comprehensive General Liability Insurance: The Contractor shall maintain during the life of this Contract comprehensive general liability insurance as shall protect him, the City of Martinsville and its offices, agents and employees, and any Subcontractors performing work covered by this



Contract from claims for damage for personal injury, including death, as well as from claims for property damage, which may arise from operations under this Contract, whether such operations by himself or by any Subcontractor, or by anyone directly or indirectly employed by either of them. The amount of such insurance shall not be less than a combination single limit of \$1,000,000 per occurrence on bodily injury and property damage and \$1,000,000 aggregate on completed operations. The comprehensive general liability insurance shall provide the following coverage:

Comprehensive  
Premises – Operation  
Products/Completed Operations Hazard  
Contractual Insurance  
Underground Hazard  
Explosion & Collapse Hazard  
Independent Contractor and Subcontractor  
Broad Form Property Damage  
Personal Injury  
Builders Risk

- A. Automobile liability insurance minimum combined single limits of \$1,000,000 for any one person and subject to the same limit for each person, \$1,000,000 on account of any one accident. This insurance shall include bodily injury and property damage for the following vehicles:
- Owned Vehicles
  - Non-owned Vehicles
  - Hired Vehicles
- B. Umbrella Policy. At the option of the Contractor, primary limits may be less than required, with an umbrella policy providing the additional limits needed. This form of insurance will be acceptable provided that the primary and umbrella policies both provide the insurance coverages herein required. However, any such umbrella policy must have minimum coverage limits of \$3,000,000.00.
- C. All policies shall name the City of Martinsville, its officers, agents, and employees, as additional insured. This coverage shall be reflected on the Certificates of Insurance (including any endorsements or riders thereto), which will be provided to the City. Each Certificate of Insurance shall require that notice be given thirty (30) days prior to cancellation or material change in the policies to the Director of Purchasing.
- D. Written evidence of the insurance required herein shall be filed with the City not later than thirty (30) days following the date of the award of the Contract. A copy of the evidence of insurance shall be filed with the Director of Purchasing.

## **OBSERVANCE OF LAWS**

The Contractor at all times shall observe and comply with all Federal, State and City laws, bylaws, ordinances and regulations in any manner affecting the conduct of the work or applying to employees on the project, as well as all orders or decrees which have been promulgated or enacted, by any legal bodies or tribunals having authority or jurisdiction over the work materials, employees or contract.

## **PERFORMANCE**

In case of default by the Contractor, the City of Martinsville may procure the services from other sources and hold the Contractor responsible for any excess costs occasioned thereby.

## **PERMITS**

The Contractor shall, at his own expense, secure any business or professional licenses, permits, or fees required by the City of Martinsville, Commonwealth of Virginia or any other requesting agency having jurisdiction. Contact the Commissioner of Revenue's Office at 276-403-5131 for details regarding licensing. For permit and associated fees please contact the Community Development office at 276-403-5173.

## **SUBCONTRACTS**

- A. No proposed subcontractor shall be disapproved by the City of Martinsville except for cause.
- B. The Contractor shall be as fully responsible to the City of Martinsville for the acts and omissions of his subcontractors, and of persons either directly or indirectly employed by them as he is for the acts and omissions of persons directly employed by him.
- C. The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the work to require compliance by each subcontractor with the applicable provisions of the Contract for the improvements embraced in this Contract.
- D. Nothing contained in the Contract shall create any contractual relation between any subcontractor and the City.

## **ETHICS IN PUBLIC CONTRACTING**

The provisions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act as set forth in the 1950 Code of Virginia, as amended, shall be applicable to all contracts solicited or entered into by this City. A copy of these provisions may be obtained from the Purchasing Agent upon request.

The provisions of this article supplement, but do not supersede, other provisions of law including, but not limited to, the Virginia Conflict of Interest Act (§2.1-348 et. seq.), the Virginia Governmental Frauds Act (§18.2-498.1 et. seq.) and Articles 2 and 3 of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the Virginia Conflict of Interests Act.

#### **HOLD HARMLESS CLAUSE**

The Contractor shall, during the term of the contract, indemnify, defend, and hold harmless the City, its' officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

#### **NOTICE OF REQUIRED DISABILITY LEGISLATION COMPLIANCE**

City of Martinsville government is required to comply with state and federal disability legislation: The Rehabilitation Act of 1993 Section 504, The Americans with Disabilities Act (ADA) for 1990 Title II and The Virginians with Disabilities Act of 1990.

Specifically, City of Martinsville, may not, through its contractual and/or financial arrangements, directly or indirectly avoid compliance with Title II of the Americans with Disabilities Act, Public Law 101-336, which prohibits discrimination by public entities on the basis of disability. Subtitle A protects qualified individuals with disability from discrimination on the basis of disability in the services, programs, or activities of all State and local governments. It extends the prohibition of discrimination in federally assisted programs established by the Rehabilitation Act of 1973 Section 504 to all activities of State and local governments, including those that do not receive Federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability in Titles I, III, and V of the Americans with Disabilities Act. The Virginians with Disabilities Act of 1990 follows the Rehabilitation Act of 1973 Section 504.

#### **TERMINATION**

Subject to the provisions below, the contract may be terminated by the City upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of the City until said work or services are completed and accepted.

- a. Termination for Convenience

In the event that this contract is terminated or canceled upon request and for the convenience of the City, without the required thirty- (30) days advance written notice, then the City shall negotiate reasonable termination costs, if applicable.

b. Termination for Cause

Termination by the City for cause, default or negligence on the part of the firm shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty- (30) days advance notice requirement is waived in the event of Termination for Cause.

c. Termination Due to Non-Appropriation of Funds in Succeeding Fiscal Years

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be canceled and the contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract.

## **ASSIGNMENT OF CONTRACT**

The successful offeror is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the City.

## **ANTITRUST**

By entering into a contract, the contractor conveys, sells, assigns, and transfers to the City of Martinsville all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the City of Martinsville, relating to the particular goods or services purchased or acquired by the City of Martinsville under said contract.

## **QUALIFICATIONS OF OFFERORS**

The City may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services and the offeror shall furnish to the City all such information and data for this purpose as may be requested. The City reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The City further reserves the right to reject any proposal) if the evidence submitted by, or investigations of, such offeror fails to satisfy the City that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

## **NONDISCRIMINATION OF CONTRACTORS**

A proposal, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the proposal or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

## **PROPOSAL ACCEPTANCE PERIOD**

Any proposal in response to this solicitation shall be valid for (30) days. At the end of the (30) days the proposal may be withdrawn at the written request of the proposal. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

## **INCURRING COSTS**

The City of Martinsville is not liable for any costs incurred by contractors prior to issuance of a contract.